



UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS BASES

814 RADFORD BOULEVARD
ALBANY, GEORGIA 31704-1128

MARCORLOGBASESO 1420.3J

LOI

16 Apr 01

MARINE CORPS LOGISTICS BASES ORDER 1420.3J

From: Commander
To: Distribution List

Subj: MERITORIOUS PROMOTION

Ref: (a) MCO P1400.32C
(b) MCO 6100.10B

Encl: (1) Criteria for Meritorious Promotion
(2) Nomination for Meritorious Promotion Format

1. Purpose. To publish procedures, administrative instructions, and establish eligibility criteria for meritorious promotion for Private First Class through Sergeant assigned to Marine Corps Logistics Bases (MARCORLOGBASES), Albany, Georgia, per the reference.

2. Cancellation. BO 1420.3H.

3. Summary of Revision. This Order reflects significant changes and should be reviewed in its entirety.

4. Information

a. Meritorious promotion to the next higher grade is to be used to promote highly qualified Marines based on: exceptional performance of duty over a sustained period; demonstrated superior leadership potential; and technical competence exceeding that of most contemporaries. The performance should be of the degree that clearly merits promotion over other Marines. Meritorious promotion is not to be used as a substitute to promote those Marines who are not advanced through the regular promotion system, nor should it be used to reward an individual for commendatory performance of limited duration. Short-term commendatory performance is to be recognized by other means.

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b. The months in which quarterly meritorious promotions may be effected are:

Sergeant	November, February, May, August
Corporal	December, March, June, September
Lance Corporal	December, March, June, September
Private First Class	Monthly

c. Reference (a), authorizes the Commander, MARCORLOGBASES to meritoriously promote 1.0 percent of Lance Corporals to Corporal and 1/4 percent of Corporals to Sergeant quarterly based upon the onboard strengths of Corporals and Lance Corporals.

(1) Compliance with the time in service requirement is mandatory for meritorious promotion to grades of Corporal and Sergeant. The following pertains:

<u>Grade Promoted to</u>	<u>Minimum time in Service</u>
Private First Class	None
Lance Corporal	None
Corporal	6 Months
Sergeant	18 Months

(2) On the first day of each quarter the G-1 will publish the number of Permanent Personnel assigned to MARCORLOGBASES in the grades of Lance Corporal and Corporal that may be meritoriously promoted, based on the onboard strength.

(3) If no allocations are available due to the onboard strength, those percentages will be carried over to the next quarter.

d. Per reference (a), paragraph 4105, the Commanding Officers of Blount Island Command, Marine Corps Logistics Base Barstow, and Marine Corps Logistics Base Albany have authority to effect, each fiscal quarter, meritorious promotion to Private First Class and Lance Corporal. Meritorious promotion, to Lance Corporal, effected under this authority will not exceed 3 percent of the Private First Class onboard as of the first day of each fiscal quarter.

e. When quarterly allocations dictate, a Meritorious Board will be convened at MARCORLOGBASES to select qualified Marines for meritorious promotion to Sergeant. MARCORLOGBASES Sergeant Major will be the Senior Member on the Board.

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5. Eligibility Criteria. Eligibility criteria for meritorious promotions are summarized in enclosure (1). The following criteria are also applicable:

a. Those recommended for meritorious promotion must be within height, weight, and military appearance guidelines as established by reference (b).

b. To Sergeant. The following qualifications must be met to be considered for meritorious promotion:

(1) No nonjudicial punishments (NJPs) during current contract. No court-martials.

(2) Completion of the following two MCI courses: Fundamentals of Marine Corps Leadership and Personal Finances.

(3) Completion of 8000 series Sergeants Nonresident Program.

(4) Completion of at least 1 MOS related off duty professional development course (MCI, College, Trade School, etc.).

(5) Nominees must have read at least 1 book from the Marine Corps' reading list during the fiscal year.

(6) Must be qualified with T/O weapon.

(7) Average proficiency and conduct marks in grade 4.5/4.5 respectively.

(8) First Class score on the Semi Annual Physical Fitness Test (PFT).

(9) Successfully pass the Annual Battle Skills Training Test (BST).

c. To Corporal. The following criteria must be met to be considered for meritorious promotion:

(1) No NJPs during current contract. No court-martials.

(2) Completion of the following two MCI courses: Fundamentals of Marine Corps Leadership and Personal Finances.

(3) Completion of at least 1 MOS related off duty professional development course (MCI, College, Trade School, etc.).

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(4) Must have read at least 1 book from the Marine Corps' reading list during the fiscal year.

(5) Must be qualified with T/O weapon.

(6) Average proficiency and conduct marks in grade 4.3/4.3 respectively.

(7) First Class score on the Semi Annual PFT.

(8) Successfully pass the Annual BST.

d. To Lance Corporal and Private First Class. The following qualifications must be met to be considered for meritorious promotion:

(1) No NJPs during current contract. No court-martials.

(2) Enrolled in the following two MCI courses:
Fundamentals Of Marine Corps Leadership and Personal Finances.

(3) Must have read at least 1 book from the United States Marine Corps Reading List during the fiscal year. Privates are required to identify a selection from Commandants' reading list. The Command will follow up, as necessary, to ensure completion.

(4) Must be qualified with T/O weapon.

(5) Average proficiency and conduct marks in grade and in service equal to or above 4.2/4.2 respectively.

(6) First Class score on the Semi Annual PFT.

(7) Successfully pass the Annual BST.

6. Action

a. Recommendations meeting the criteria in enclosure (1) and paragraph 5b above for meritorious promotion to Sergeant must arrive at this Headquarters not later than the 20th of the month preceding the promotion date.

b. Subordinate units within MARCORLOGBASES will submit recommendations via the chain of command for meritorious promotion to the Commander MARCORLOGBASES, for appearance at the Promotion Board.

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c. Meritorious promotion recommendations will be submitted by official correspondence as shown in enclosure (2) and will include the following:

(1) Completion of items 1.a. through 1.n. listed in enclosure (2).

(2) A qualitative and quantitative narrative recommendation. Such narrative should include statements concerning leadership qualities, civic activities, any extraordinary military experiences, and any pertinent military or civilian education or PME completed. The narrative statement will be paragraph 2 of enclosure (2).

(3) Certification that all data as depicted in enclosure (2) has been verified through Marine Corps Total Force System (MCTFS) and that the Marine recommended meets the eligibility criteria as define in enclosure (1) paragraph (4) of this Order.

(4) Certified True Copies will be submitted as part of the Nomination letter in the following order.

(a) BTR

(b) ROS

(c) BIR

(d) Education

(e) MCI Screen

(f) Certified True Copies of pages 3, 11, 12, 13

(g) Official Photo (Sgt's Only)

d. The local Meritorious Promotion Screening Board will be scheduled by the MARCORLOGBASES Sergeant Major to allow submission of promotion recommendations before the deadline established by this Order.


R. S. KRAMLICH

DISTRIBUTION: A

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Criteria for Meritorious Promotions

Criteria Requirement	To Sgt	To Cpl	To LCpl	To PFC
Meets Ht/WT Military Appearance	Yes	Yes	Yes	Yes
1 ST Class PFT	Yes	Yes	Yes	Yes
Qualify With T/O Weapon	Yes	Yes	Yes	Yes
Pass BST	Yes	Yes	Yes	Yes
Minimum PRO/CON'S	4.5/4.5	4.3/4.3	4.2/4.2	4.2/4.2
Completed Fundamentals Of Military Leadership & Personal Finance	Yes	Yes	Enrolled	Enrolled
Completion of MOS Related Course	Yes	Yes	Enrolled	Enrolled
Completion of 8000 Series	Yes	No	No	No
Read 1 Book from MC's Recommended Reading List	Yes	Yes	Yes	Identify a selection to read
NJP or C/M	None	None	None	None

ENCLOSURE (1)



UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS BASES

814 RADFORD BOULEVARD
ALBANY, GEORGIA 31704-1128

IN REPLY REFER TO
MCLBASES
ADJ
Date

SAMPLE

From: Commanding Officer

To: Commander, Marine Corps Logistics Base, Albany, GA 31704

Subj: NOMINATION FOR MERITORIOUS PROMOTION TO THE RANK OF;
CASE OF _____

Ref: (a) MARCORLOGBASESO 1420.3J

- Encl: (1) BTR
(2) ROS
(3) BIR
(4) Education
(5) MCI Screen
(6) SRB pgs 3,11,12,13
(7) Official Photo (Sgt's Only)

1. I nominate (RANK, NAME, SSN, MOS) for meritorious promotion to the rank of _____. The following is submitted:

- a. Height/Weight _____
- b. Date of last PFT _____ Score: _____ Class _____
- c. Rifle Marksmanship Score _____
- d. BST Score _____
- e. Average Proficiency Marks (In Service) _____
- f. Average Conduct Marks (In Service) _____
- g. Time in Grade (Months) _____
- h. Time in Service (Months) _____
- i. 8000 Series Completion Date _____ (N/A For Cpl & Below)
- j. Fundamentals of Marine Corps Leadership
Completion Date _____
- k. Personal Finances Completion Date _____
- l. MOS Related MCI Completion Date _____
- m. Awards/Commendations _____
- n. Name and Date of Professional Reading _____

2. Brief narrative on the Marine's performance.

3. I certify that all data has been verified and (SNM) _____ meets the criteria outlined in the reference.

Commanding Officer

ENCLOSURE (2)